

Instructions:

- Follow these directions **exactly** as they are written, in the order they are given.
- If you quit this exercise before you get to the end, use the **Save** button on the Quick Access toolbar to save your changes and then close Word.



- Open Word.
- Open the "Word 2010 Practice File.docx" file on your flash drive.
(File Tab → Open → KINGSTON (I:) → Double click on file icon)
- Highlight the first paragraph using the mouse Dragging method.
(Insert your cursor to the left of the first word → Hold down the left mouse button → Drag until the last word in the paragraph is selected → Let go of the mouse button)
- Using the tools on the Clipboard group, "cut" the first paragraph.
(Home Tab → Clipboard Group → Cut Button)
- Use a key combination on your keyboard to move the cursor to the end of the document.
(Hold down the **Ctrl** key, then tap the **End** key)
- Using the tools on the Clipboard group, "paste" the cut paragraph at the end of the document.
(Home Tab → Clipboard Group → Paste **Button Proper**)
- Undo the Paste action.
(Quick Access toolbar → Undo button)
- Move the cursor to the beginning of the document.
(Hold down the **Ctrl** key, then tap the **Home** key)
- Type your first name and press **Enter** twice.
- Select your name.
(Double-click on your name)
- Make your name bold and underlined.
(Home Tab → Font Group → Bold & Underline Buttons)
- Use the Save button to save changes to the document.
(Quick Access toolbar → Save button)
- Change the font of your name to Arial.
(Home Tab → Font Group → Font Arrow)

Practice Test For Microsoft Word 2010

Victor M. Corman



Practice Test For Microsoft Word 2010:

Adopting the Melody of Appearance: An Psychological Symphony within **Practice Test For Microsoft Word 2010**

In a world consumed by displays and the ceaseless chatter of immediate transmission, the melodic splendor and psychological symphony developed by the written word often diminish in to the backdrop, eclipsed by the constant noise and disruptions that permeate our lives. However, located within the pages of **Practice Test For Microsoft Word 2010** an enchanting fictional prize full of raw feelings, lies an immersive symphony waiting to be embraced. Constructed by a wonderful musician of language, this charming masterpiece conducts visitors on an emotional trip, skillfully unraveling the concealed melodies and profound affect resonating within each carefully constructed phrase. Within the depths of the emotional analysis, we can examine the book is central harmonies, analyze its enthralling writing design, and surrender ourselves to the profound resonance that echoes in the depths of readers souls.

https://crm.avenza.com/data/uploaded-files/fetch.php/prenez_de_mes_nouvelles.pdf

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